



"Enriching Lives"

COUNTY OF LOS ANGELES

DEPARTMENT OF CORONER

1104 N. MISSION RD, LOS ANGELES, CALIFORNIA 90033



Lakshmanan Sathyavagiswaran, MD
Chief Medical Examiner-
Coroner/Interim Director

March 5, 2013

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 W. Temple Street
Los Angeles, CA 90012

50 March 5, 2013

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**AUTHORIZE THE CHIEF INFORMATION OFFICER TO EXECUTE A SERIES OF
THREE WORK ORDERS WITH EMC CORPORATION, INC. FOR SOFTWARE
DEVELOPMENT AND IMPLEMENTATION SERVICES FOR THE CORONER'S
ELECTRONIC CASE FILE SYSTEM PROJECT
(ALL DISTRICTS) (3 VOTES)**

CIO RECOMMENDATION: APPROVE (X)

SUBJECT

Authorize execution of a series of Work Orders with EMC Corporation, Inc. for the development and implementation of the Coroner's Electronic Case File System (ECFS). The ECFS will provide case management, document management, and physical records management functionality to better meet the Department's information management needs.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and direct the Chief Information Officer (CIO), at the request of the Director, Department of Coroner, to execute a series of Work Orders for a maximum contract amount of \$502,012 under the County's Master Services Agreement (MSA) with EMC Corporation, Inc. to support the development and implementation of an Electronic Case File System (ECFS). In accordance with

Accreditations:

*National Association of Medical Examiners
Directors-LAB*

*California Medical Association-Continuing Medical Education
Training Certified
Accreditation Council for Graduate Medical Education*

American Society of Crime Laboratory

Peace Officer Standards and

Law and Science Serving the Community

the EMC Corporation MSA guidelines, Board approval is required for Work Orders that exceed \$300,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Coroner has developed a strategic roadmap for the ECFS project which identifies a total of 13 phases using professional services, hardware, and software based on EMC Documentum technology. The first three phases of ECFS completed in September 2012. These phases were implemented using EMC Work Orders and funded by a combination of ITF and Coverdell grants, provided the base ECFS infrastructure, Specimen Tracking, and Property Management functions. Approval of this recommended action will enable the Coroner to complete three additional ECFS phases, providing functionality for Evidence Management, Morgue Management, and Case Folder Management. The Coroner will be requesting Board authorization in future years to complete the remaining ECFS phases.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #2: Fiscal Sustainability (Strategy 4; County Fiscal and Information Technology Management, and Cost Efficiencies), to improve the County's long-term capacity to sustain critical County services within available resources through cost-efficiency savings, leveraging IT resources, improved fiscal forecasting, and diligent monitoring.

FISCAL IMPACT/FINANCING

Funding in the amount of \$502,012 for three ECFS phases have been included in the Department's FY 2012-13 Operating Budget and FY 2013-14 Proposed Budget.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

On July 7, 2009, your Board approved the CIO's MSA with EMC, enabling County departments to utilize MSA work orders for various professional and consulting services related to the implementation and support of Enterprise Content Management (ECM) technologies. All MSA work orders greater than \$300,000 require Board approval. The Chief Information Officer concurs with the Coroner's recommendation and the CIO Analysis is attached (Attachment A).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

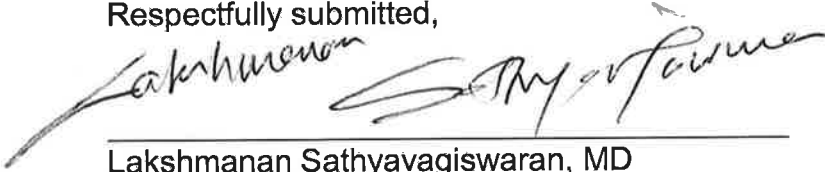
Approval of this request will allow the Department to continue the development of ECFS and comply with the Department's audit recommendation to replace the existing case management system. The new ECFS will provide improved security and better meet the Department's case management needs.

CONCLUSION

Upon approval by your Board, please return two adopted copies of this Board Letter to:

Ms. Elizabeth Seung, Contracts Manager
Department of Coroner
1104 N. Mission Road
Los Angeles, CA 90033

Respectfully submitted,



Lakshmanan Sathyavagiswaran, MD
Chief Medical Examiner-Coroner/Interim Director

Reviewed by:



Richard Sanchez
Chief Information Officer

Enclosure (1)

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors



RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Office of the CIO
CIO Analysis

NUMBER:

CA 13-02

DATE:

1/28/2013

SUBJECT:

AUTHORIZE THE CHIEF INFORMATION OFFICER TO EXECUTE A SERIES OF WORK ORDERS WITH EMC CORPORATION, INC. FOR SOFTWARE DEVELOPMENT AND IMPLEMENTATION SERVICES FOR THE CORONER'S ELECTRONIC CASE FILE SYSTEM PROJECT

RECOMMENDATION:

☒ Approve☐ Approve with Modification☐ Disapprove

CONTRACT TYPE:

☐ New Contract☐ Sole Source☐ Amendment to Contract #: Enter contract #.☒ Other: MSA Work Order

CONTRACT COMPONENTS:

☒ Software☐ Hardware☐ Telecommunications☒ Professional Services

SUMMARY:

Department Executive Sponsor: Lakshmanan Sathyavagiswaran, M.D.

Description: Authorization for the Chief Information Officer to execute Three Work Orders under the County's EMC Master Services Agreement to develop the next three modules for the Electronic Case File System (ECFS) – Evidence Management, Morgue Management, and Case Folder Management.

Contract Amount: \$502,012

Funding Source: Department operating budget

☐ Legislative or Regulatory Mandate☐ Subvened/Grant Funded: Enter %

**Strategic and
Business Analysis**

PROJECT GOALS AND OBJECTIVES:

These modules are identified in the Department's ECFS Roadmap document, and represent phases 4, 5, and 6 of a planned multiyear development project that has identified 13 total phases.

BUSINESS DRIVERS:

The purpose of ECFS is to replace the current case file system with significantly greater functionality, including document management and workflow. The current system was recommended for replacement by the Auditor-Controller due to issues with system security. ECFS will automate core business functions of the Department. Coroner has developed an ECFS Roadmap that identifies 13 phases. Three phases have been deployed; these work orders address the next three phases.

	<p>PROJECT ORGANIZATION:</p> <p>Project sponsors include the Department's Director and Administrative Deputy. The project team includes the IT Manager, end users, EMC, Wave Technology Solutions Group (Wave), ISD, and CIO.</p>
	<p>PERFORMANCE METRICS:</p> <p>Work Orders for the three phases have been defined and approved by the Department. The Work Orders include department approval checkpoints including requirements definition, detail design, functionality, and performance testing.</p>
	<p>STRATEGIC AND BUSINESS ALIGNMENT:</p> <p>The project is the Department's primary IT initiative. It is consistent with County Strategic Directions, using EMC Documentum, and the associated MSA, for document management and workflow.</p>
	<p>PROJECT APPROACH:</p> <p>The project continues to utilize the EMC Documentum software as the "toolkit" for developing a customized application. These 3 phases are the continuation of a phased implementation approach.</p>
	<p>ALTERNATIVES ANALYZED:</p> <p>No other alternatives were considered.</p>
<i>Technical Analysis</i>	<p>ANALYSIS OF PROPOSED IT SOLUTION:</p> <p>The proposed approach is a continuation of the Department's ECFS development approach, which has previously been accepted as in alignment with the Department's business objectives and the County's technology directions. ECFS is hosted by ISD as part of the Electronic Content Management (ECM) Shared Infrastructure.</p>

Financial Analysis

BUDGET:

Contract costs:

One-time costs:

Services	\$ 502,012
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Sub-total Contract Costs:	\$ 502,012
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Other County costs:

One-time costs:

Hardware	\$ 24,000
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Software	\$ 30,849
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Sub-total one-time County costs:	\$ 54,849
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Ongoing annual costs:

Software	\$ 5,354
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Sub-total ongoing County costs:	\$ 5,354
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Total one-time costs:	\$ 556,861
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Total ongoing annual costs:	\$ 5,354
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Reflects \$24,000 in peripheral hardware costs for items such as scanners and signature pads. The software costs represent \$30,849 in additional user software licenses and \$5,354 in annual software maintenance costs. The hardware and software license requirements and associated costs will be finalized during the requirements definition phases for the work orders. Peripheral and software license costs are handled outside the MSA Work Orders. ISD, which supports the ECM Shared Infrastructure, will incur no additional hardware, software, services, or personnel costs as a result of the implementation of these three Work Orders.

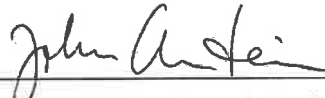
Risk Analysis

RISK MITIGATION:

1. Coroner has successfully implemented three previous ECFS modules working with EMC and Wave using their development and implementation methodology.
2. The CIO conducts weekly project status reviews with EMC to ensure adherence to scope, schedule, and budget.
3. The Chief Information Security Officer (CISO) has reviewed the Contract and did not identify any IT security or privacy related issues.

CIO Approval

PREPARED BY:



John Arnstein, Sr. Associate CIO

1-28-2013

Date

APPROVED:



Richard Sanchez, County CIO

1-28-13

Date

Please contact the Office of the CIO (213.253.5600 or info@cio.lacounty.gov) for questions concerning this CIO Analysis. This document is also available online at <http://cioletranet.lacounty.gov/>